

Key Person

Each child will be assigned to a Key person, who will be designated to your child for the initial settling-in process, and will communicate with parent/carers on a daily basis and maintain all your child's records. The key person will share this information with their parents/carers and other nursery staff, to maintain consistency and continuity for the child. The key person is responsible for keeping daily record sheets, developmental profiles and child progress reports up to date. Please note that the key person does not have sole charge of your child throughout the day and at times they may not be the person giving you feedback at the end of each day.

The nursery operates an open door policy for parents/carers, so please feel free to contact us to discuss any issues either about your child or the nursery facility. However, due to staffing and ratios there may be the need to arrange an agreeable time to discuss issues further which can be made by appointment with the Nursery Manager.